

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE      OF PAGES 1      1
2. AMENDMENT/MODIFICATION NO 0002	3. EFFECTIVE DATE 5/31/11	4. REQUISITION/PURCHASE REQ NO.	5. PROJECT NO (If applicable)
6. ISSUED BY CODE	7. ADMINISTERED BY (If other than Item 6) CODE		
FAA, MIKE MONRONEY AERONAUTICAL CENTER Aviation, Medical, & Training Team (AMQ-310) P O BOX 25082 OKLAHOMA CITY OK 73125			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  (ALL OFFERORS)		(X) X	9A. AMENDMENT OF SOLICITATION NO DTFAAC-11-R-02537
			9B. DATED (SEE ITEM 11) 4/28/11
			10A. MODIFICATION OF CONTRACT/ORDER
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS ( x )The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [ xx ] is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning [ 1 ] copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
12. ACCOUNTING AND APPROPRIATION DATA (If required)			
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.			
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES(such as changes in paying office, appropriation date, etc.)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).			
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:			
D. OTHER (Specify type of modification and authority)			
E <b>IMPORTANT:</b> Contractor [ ] is not, [ x ] is required to sign this document and return [ 1 ] copies to the issuing office.			
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  This amendment revises Section B, Section C and Section L. The revision is to specify a minimum of a level 5 Flight Training Device in all training and to add clause 3.9.1-3 to section L.  All other terms and conditions of the SIR remain unchanged.			
		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY:	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

**PART I - SECTION B**

In accordance with the requirements and specifications contained herein, provide per student, the training hours contained in the contractor's FAA

**Base Period**

6/15/2011 - 6/14/2012

<b>Supplies / Services</b>		<b>Estimated Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Total</b>														
CLIN 001	Bell 206L Initial Pilot Qualification Training (28116)	1	Student	@ _____	_____														
	<table border="0"> <tr> <td></td> <td><b>Minimum Training Hours Required</b></td> <td><b>Contractor's Proposed Training Hours</b></td> </tr> <tr> <td>a. Ground School</td> <td>23</td> <td>_____</td> </tr> <tr> <td>b. Flight Simulation Training Device</td> <td></td> <td></td> </tr> <tr> <td>    Minimum Level 5 FTD</td> <td></td> <td></td> </tr> <tr> <td>    (INCLUDING 61.57(d) CHECK)</td> <td>6</td> <td>_____</td> </tr> </table>		<b>Minimum Training Hours Required</b>	<b>Contractor's Proposed Training Hours</b>	a. Ground School	23	_____	b. Flight Simulation Training Device			Minimum Level 5 FTD			(INCLUDING 61.57(d) CHECK)	6	_____			
	<b>Minimum Training Hours Required</b>	<b>Contractor's Proposed Training Hours</b>																	
a. Ground School	23	_____																	
b. Flight Simulation Training Device																			
Minimum Level 5 FTD																			
(INCLUDING 61.57(d) CHECK)	6	_____																	
Proposed number of training days expected to complete all training and testing _____																			
CLIN 002	Bell 206L Recurrent Pilot Qualification Training (28138)	1	Student	@ _____	_____														
	<table border="0"> <tr> <td></td> <td><b>Minimum Training Hours Required</b></td> <td><b>Contractor's Proposed Training Hours</b></td> </tr> <tr> <td>a. Ground School</td> <td>12</td> <td>_____</td> </tr> <tr> <td>b. Flight Simulation Training Device</td> <td></td> <td></td> </tr> <tr> <td>    Minimum Level 5 FTD</td> <td></td> <td></td> </tr> <tr> <td>    (INCLUDING 61.57(d) CHECK)</td> <td>4</td> <td>_____</td> </tr> </table>		<b>Minimum Training Hours Required</b>	<b>Contractor's Proposed Training Hours</b>	a. Ground School	12	_____	b. Flight Simulation Training Device			Minimum Level 5 FTD			(INCLUDING 61.57(d) CHECK)	4	_____			
	<b>Minimum Training Hours Required</b>	<b>Contractor's Proposed Training Hours</b>																	
a. Ground School	12	_____																	
b. Flight Simulation Training Device																			
Minimum Level 5 FTD																			
(INCLUDING 61.57(d) CHECK)	4	_____																	
Proposed number of training days expected to complete all training and testing _____																			
CLIN 003	Supplementary Training Hours																		
	a. Ground School - cost per hour		hour	_____															
	b. Flight Simulation Training Device																		
	- Bell 206L, cost per hour		hour	_____															

## CLIN 004 Bell 407 Initial Pilot Qualification Training (28382)

1

Student @ \_\_\_\_\_

	Minimum Training Hours Required	Contractor's Proposed Training Hours
a. Ground School	23	_____
b. Flight Simulation Training Device		
Minimum Level 5 FTD		
(INCLUDING 61.57(d) CHECK)	6	_____

Proposed number of training days expected to complete all training and testing \_\_\_\_\_

## CLIN 005 Bell 407 Recurrent Pilot Qualification Training (28384)

2

Student @ \_\_\_\_\_

	Minimum Training Hours Required	Contractor's Proposed Training Hours
a. Ground School	12	_____
b. Flight Simulation Training Device		
Minimum Level 5 FTD		
(INCLUDING 61.57(d) CHECK)	4	_____

Proposed number of training days expected to complete all training and testing \_\_\_\_\_

## CLIN 006 Supplementary Training Hours

a. Ground School - cost per hour

hour \_\_\_\_\_

b. Flight Simulation Training Device

- Bell 407, cost per hour

hour \_\_\_\_\_

**Base Period Total**

\_\_\_\_\_

**First Option Period**  
**6/15/2012 - 6/14/2013**

<b>Supplies / Services</b>			<b>Estimated Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>
CLIN 007 Bell 206L Initial Pilot Qualification Training (28116)			1	Student	@ _____
	<b>Minimum Training Hours Required</b>	<b>Contractor's Proposed Training Hours</b>			
a. Ground School	23	_____			
b. Flight Simulation Training Device					
Minimum Level 5 FTD					
(INCLUDING 61.57(d) CHECK)	6	_____			
Proposed number of training days expected to complete all training and testing _____					
CLIN 008 Bell 206L Recurrent Pilot Qualification Training (28138)			1	Student	@ _____
	<b>Minimum Training Hours Required</b>	<b>Contractor's Proposed Training Hours</b>			
a. Ground School	12	_____			
b. Flight Simulation Training Device					
Minimum Level 5 FTD					
(INCLUDING 61.57(d) CHECK)	4	_____			
Proposed number of training days expected to complete all training and testing _____					
CLIN 009 Supplementary Training Hours					
a. Ground School - cost per hour				hour	_____
b. Flight Simulation Training Device					
- Bell 206L, cost per hour				hour	_____

## CLIN 010 Bell 407 Initial Pilot Qualification Training (28382)

1 Student @ \_\_\_\_\_

	Minimum Training Hours Required	Contractor's Proposed Training Hours
a. Ground School	23	_____
b. Flight Simulation Training Device		
Minimum Level 5 FTD		
(INCLUDING 61.57(d) CHECK)	6	_____

Proposed number of training days expected to complete all training and testing \_\_\_\_\_

## CLIN 011 Bell 407 Recurrent Pilot Qualification Training (28384)

2 Student @ \_\_\_\_\_

	Minimum Training Hours Required	Contractor's Proposed Training Hours
a. Ground School	12	_____
b. Flight Simulation Training Device		
Minimum Level 5 FTD		
(INCLUDING 61.57(d) CHECK)	4	_____

Proposed number of training days expected to complete all training and testing \_\_\_\_\_

## CLIN 012 Supplementary Training Hours

a. Ground School - cost per hour

hour \_\_\_\_\_

b. Flight Simulation Training Device

- Bell 407, cost per hour

hour \_\_\_\_\_

**Second Option Period**  
**6/15/2013 - 6/14/2014**

<b>Supplies / Services</b>			<b>Estimated Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>
CLIN 013 Bell 206L Initial Pilot Qualification Training (28116)			1	Student @	_____
	<b>Minimum Training Hours Required</b>	<b>Contractor's Proposed Training Hours</b>			
a. Ground School	23	_____			
b. Flight Simulation Training Device					
Minimum Level 5 FTD					
(INCLUDING 61.57(d) CHECK)	6	_____			
Proposed number of training days expected to complete all training and testing _____					
CLIN 014 Bell 206L Recurrent Pilot Qualification Training (28138)			1	Student @	_____
	<b>Minimum Training Hours Required</b>	<b>Contractor's Proposed Training Hours</b>			
a. Ground School	12	_____			
b. Flight Simulation Training Device					
Minimum Level 5 FTD					
(INCLUDING 61.57(d) CHECK)	4	_____			
Proposed number of training days expected to complete all training and testing _____					
CLIN 015 Supplementary Training Hours					
a. Ground School - cost per hour				hour	_____
b. Flight Simulation Training Device					
- Bell 206L, cost per hour				hour	_____

## CLIN 016 Bell 407 Initial Pilot Qualification Training (28382)

1

Student @ \_\_\_\_\_

	Minimum Training Hours Required	Contractor's Proposed Training Hours
a. Ground School	23	_____
b. Flight Simulation Training Device		
Minimum Level 5 FTD		
(INCLUDING 61.57(d) CHECK)	6	_____

Proposed number of training days expected to complete all training and testing \_\_\_\_\_

## CLIN 017 Bell 407 Recurrent Pilot Qualification Training (28384)

2

Student @ \_\_\_\_\_

	Minimum Training Hours Required	Contractor's Proposed Training Hours
a. Ground School	12	_____
b. Flight Simulation Training Device		
Minimum Level 5 FTD		
(INCLUDING 61.57(d) CHECK)	4	_____

Proposed number of training days expected to complete all training and testing \_\_\_\_\_

## CLIN 018 Supplementary Training Hours

a. Ground School - cost per hour

hour \_\_\_\_\_

b. Flight Simulation Training Device  
- Bell 407, cost per hour

hour \_\_\_\_\_

Second Option Period Total

\_\_\_\_\_

Multiyear Total (Total Estimated Value)

\_\_\_\_\_

## PART I - SECTION C - DESCRIPTION/SPECS/WORK STATEMENT

### C.1 PERFORMANCE WORK STATEMENT

#### A. PROJECT/TITLE

Bell 206L and Bell 407 Helicopter Pilot Training for Flight Standards Operations Inspectors and Aircraft Certification Pilots Employed by the Federal Aviation Administration (FAA).

#### B. BACKGROUND

Under Title 49 of the United States Code (49 U.S.C.), the FAA is authorized to acquire and expend funds for the acquisition, operation, and maintenance of aircraft as necessary in the exercise and performance of the powers and duties of the Administrator. The interests of the public, the safety of the workforce, and the credibility of the organization are best served by having qualified, proficient, and current inspectors conducting pilot evaluating, testing, and checking functions.

#### C. SCOPE

The contractor is to provide initial and recurrent ground school, and flight simulation training device and/or flight training to FAA inspectors/pilots in the Bell 206L and Bell 407 helicopters as specified in schedule B. Student quotas for these courses will be assigned by the Flight Standards Service Training Division, AFS-500 or Aircraft Certification Service – Planning and Program Division AIR-500. The courses covered under this contract will meet the requirements for FAA formal flight training. FAA formal flight training consists of training courses with agency level course numbers that will be officially recorded in the employee's personnel records.

#### D. DEFINITIONS

The following definitions are used to define the terminology contained herein and are applicable as required by Title 14 of the Code of Federal Aviation Regulations (14 CFR):

1. Flight Time: Time from the moment the aircraft first moves under its own power for the purpose of flight until the moment the aircraft comes to rest at the next point of landing (block to block time).
2. Flight Simulation Training Device (FSTD): A full flight simulator (FFS) or a flight training device (FTD).
3. Full Flight Simulator (FFS): A replica of a specific type, make, model, or series aircraft. It includes the equipment and computer programs necessary to represent aircraft operations in ground and flight conditions, a visual system providing an out-of-the-flight deck view, a system that provides cues at least equivalent to those of a three-degree-of-freedom motion system, and has the full range of capabilities of the systems installed in the device as described in (14 CFR) Part 60 and the qualification performance standard (QPS) for a specific FFS qualification level.
4. Flight Training Device (FTD): A replica of aircraft instruments, equipment, panels, and controls in an open flight deck area or an enclosed aircraft flight deck replica. It includes the equipment and computer programs necessary to represent aircraft (or set of aircraft) operations in ground and flight conditions having the full range of capabilities of the systems installed in the device as described in (14 CFR) Part 60 and the qualification performance standard (QPS) for a specific FTD qualification level.
5. Crew Concept: When two inspectors/pilots attend a course together and one inspector/pilot is receiving pilot-in-command (PIC) training in a flight simulation training device, the other inspector/pilot must occupy the second pilot seat if the device is so configured. No additional charge will be made for the presence of, or instruction provided to, such additional FAA inspector/pilot.
6. Approved Training Program: The contractor's FAA approved training course to include a (14 CFR) Part 135 training program, a (14 CFR) Part 141 training course outline, or a (14 CFR) Part 142 course. The contractor must provide documentation of approved training programs by submitting one of the following items: a signed



approval letter from the Principal Operations Inspector who approved the training program, the approved course syllabus, or the training specifications paragraph authorizing the training course.

## E. APPLICABLE DOCUMENTS

Title 14 of the Code of Federal Aviation Regulations (14 CFR), Parts 61, 121, 135, 141, and 142. The applicable regulations are available for download, in pdf format, from [www.faa.gov/regulations\\_policies/faa\\_regulations/](http://www.faa.gov/regulations_policies/faa_regulations/)

Practical Test Standards available at:  
[http://www.faa.gov/training\\_testing/testing/airmen/test\\_standards/](http://www.faa.gov/training_testing/testing/airmen/test_standards/)

FAA Order 4040.9D dated 12/4/1991 or as revised and available for download, in pdf format, from [www.faa.gov](http://www.faa.gov)

Flight training for inspectors is required by FAA order 4040.9, appendix 11 paragraphs 403 and 421.

FAA form 4040-2 with instructions. A copy of this form is attached.

Certificate of Training and Course Evaluation (Appendix A). A copy of this form is attached.

## F. GENERAL REQUIREMENTS

### 1. GENERAL

(a) If the contractor's FAA approved training program contains less than the minimum required hours of Part I, Schedule B, of this solicitation, the contractor is required to supplement their approved program with additional ground school/simulator/flight training, as appropriate, to achieve the minimum required hours. Such additional training must cover systems and procedures or be otherwise directly related to the successful completion of the type rating or proficiency check. If the contractor's approved training program contains more hours than the minimum stated in Part 1, Schedule B, then the contractor must submit the training hours in their approved training program. In either case, the contractor is requested, within the limits of their approved program, to delete company-specific training such as employee/customer relations, filling out company forms, evacuation training, company communications, or other items not directly related to the completion of the aircraft training and substitute training directly related to the successful completion of the type rating or proficiency check.

(b) The FAA will make every effort to enroll two inspectors/pilots per class. This will allow concurrent training in the right and left side pilot positions during flight simulation training device periods for devices so configured. However, the minimum required full flight simulator, flight training device, and aircraft times are per inspector/pilot in the single-pilot position. In some cases such as when the FAA enrolls one inspector/pilot per class in a course utilizing flight simulation training devices, it is expected that additional supplementary training may be required. Supplementary training must be approved in advance on a case by case basis by the Contracting Officer.

(c) Training of FAA inspectors/pilots is not to be conducted between the hours of midnight and 6:00 a.m., including simulator/flight pre and post briefings. A maximum of four hours simulator/flight instruction per day or eight hours of ground school per day per inspector class is permitted. If ground and simulator/flight instruction are combined in a single day then a maximum of ten hours of training per day is permitted. To maintain continuity between simulation/flight training sessions, the contractor is requested to minimize the switching of instructors between sessions.

(d) FAA personnel do not ordinarily operate the aircraft in which they are rated on a regular basis. Therefore, it is necessary that they receive the most complete review possible when attending recurrent training. If the contractor's approved program allows for a partial review of systems and procedures during successive recurrent training periods, it is required that the contractor supplement their approved program to achieve a complete review for FAA inspectors/pilots during each recurrent course.

(e) FAA personnel are usually performing other job functions prior to assignment to training and normally do not have time to devote to pre-course study. Additionally, due to circumstances beyond the control of the FAA or the inspector/pilot, an inspector/pilot may be assigned to training with short notice. If the contractor's approved

program requires pre-course study prior to the trainee's arrival at the contractor's training facility, the contractor is required to supplement their approved course to allow for required pre-course study to be accomplished at the contractor's facility after the inspector's/pilot's arrival. Such ground instruction must either be classroom or computer based training.

(f) At a minimum full flight simulator training must be conducted in a FAA approved level C full flight simulator (FFS). The contractor may utilize an approved minimum level 5 flight training device (FTD) for FTD time. Any level FTD time may be substituted for the minimum required ground school time. Flight Simulation Training Device pre/post briefing may be considered as ground school training. The contractor's approved training program must allow any substitutions the contractor makes.

(g) Inspectors/pilots attending training under this contract should present the contractor with a copy of FAA Form 4040-2, Pilot Flight Record and Application for Check Flight, signed by the inspector's supervisor. If the form is presented, the contractor's instructor, training center evaluator (TCE), or the FAA inspector administering a practical test or an instrument proficiency check must complete the form and return it to the inspector.

## 2. QUALIFICATIONS

### (a) INITIAL PILOT QUALIFICATION:

The contractor must provide the aircraft and/or flight simulation training device and training necessary to enable the inspector/pilot to pass an instrument proficiency check in the subject aircraft in accordance with (14 CFR) Part 61.57(d), the contractor's FAA approved training program, and the terms and conditions of the resulting contract/task order.

Types of training must include the following categories:

1. Initial pilot qualification ground school, and;
2. Initial pilot qualification using a flight simulation training device or;
3. Initial pilot qualification flight training in an aircraft when all flight training is to be conducted in an aircraft or;
4. Any combination of 2 and 3 above.

### (b) RECURRENT PILOT QUALIFICATION:

The contractor must provide the aircraft and/or flight simulation training device and training necessary to enable the inspector/pilot to pass an instrument proficiency check in the subject aircraft in accordance with (14 CFR) Part 61.57(d), the contractor's FAA approved training program, and the terms and conditions of the resulting contract/task order.

Types of training must include the following categories:

1. Recurrent pilot ground school, and;
2. Recurrent pilot qualification using a flight simulation training device or;
3. Recurrent pilot qualification flight training in an aircraft when all flight training is to be conducted in an aircraft or;
4. Any combination of 2 and 3 above.

### (c) SUPPLEMENTARY TRAINING HOURS:

The Contracting Officer may authorize hours in addition to those specified under Initial and Recurrent Pilot Qualification training when required by the individual inspector/pilot to successfully complete the proficiency check. These hours must be provided at the prices set forth in the item entitled "Supplementary Training Hours", Part I, Schedule B. In the event that any inspector/pilot passes the applicable check(s) in less time than the hours indicated in Schedule B, or partially completes training, the contractor will be paid the rate stated, less a pro rata credit for the unused time at the supplementary rate.

## 3. TRAINING REQUIREMENTS

- (a) All instruction must comply with the contractor's approved training program.

(b) All prices must be "wet," that is, instructor time shall be included in the price of flight or flight simulation training time.

(c) Flight simulation training device (FSTD) training, if applicable, must begin within one working day after satisfactory completion of ground school. Flight training must begin within one working day after completion of ground school or FSTD training, if applicable. Flight and FSTD training may be integrated with ground school training if it is a part of the contractor's program.

(d) Ground school instruction must be presented by a qualified instructor in a classroom environment. If Computer-Based Instruction (CBI) is used to accomplish ground school training then the following requirements must be met:

(1) Inspectors/pilots must receive a thorough briefing on the operation and use of the CBI equipment.

(2) At least one instructor must be present or readily accessible by electronic means to resolve any problems or questions that the inspector/pilot may have regarding the material presented in the CBI program.

(3) All material presented by CBI must be reviewed and reinforced by a qualified instructor in classroom discussion or one-on-one with the inspector/pilot.

(e) Upon scheduling an FAA inspector/pilot for training the contractor must contact their FAA certificate holding office in order to arrange for the applicable check to be given by an FAA inspector qualified in the aircraft. The contractor must make the applicable FSTD or aircraft and appropriate personnel available for the purpose of administering the check(s) required. If the contractor's FAA certificate holding office is unable to provide a qualified inspector for the required check(s), the contractor must immediately notify the Contracting Officer's Technical Representative (COTR).

(f) In the event the FAA inspector/pilot fails to report for training as scheduled, or should become ill, injured or incapacitated during the training period the contractor must promptly notify the COTR and the inspector/pilot's emergency contact if known.

(g) If the inspector/pilot has not passed the applicable pilot practical test or proficiency check after completion of the training outlined in Schedule B and in accordance with the specifications herein, the contractor must withhold further training and promptly notify the COTR who will arrange the authorization of additional training. In the event such inspector/pilot does not complete the full course provided for in the schedule, the contractor will invoice the FAA for only that pro rata portion of training actually completed per Paragraph F (2)(c) of this PWS and as certified on the Certificate of Training (Appendix A).

(h) The contractor must notify the COTR of the inspector's/pilot's completion status within 5 working days after completion of the training program.

(i) Upon completion of all training, the contractor must issue a Certificate of Training (Appendix A). The FAA inspector must sign the certificate certifying the type of training provided, specific dates, and the duration of such training. One copy of each such certificate must be submitted to the COTR.

(j) The facility used for training must be located in the United States and within 50 miles of a major airport serviced by at least one 14 CFR part 121 air carrier. In addition, the contractor must furnish all training aids and facilities which meet the following minimum requirements:

(1) Sufficient chalk dry erase or electronic boards for effective teaching must be provided.

(2) All training aids, including any audio-visuals, mockups, charts or aircraft components listed in the approved training program must be accurate and appropriate to the course for which they are used.

(3) The classroom must be well-lighted.

(4) Inspectors/pilots must be seated at suitable tables which provide sufficient space for writing and accomplishing assigned tasks.

(5) The classroom must be kept clean.

(6) Sanitary restroom facilities must be available within convenient distance of the classroom.

(7) The classroom facilities must be adequately ventilated, heated in winter, and cooled in summer.

(8) Ambient noise must be below the distraction point. The instructor's voice level must be easily heard from any position in the classroom.

(9) The contractor must comply with safety standards specified by the National Electrical Code, the National Fire Code, and the United States of America Standards Institute in conducting contract training.

(10) Local environmental distractions adversely affecting student learning must be eliminated.

(11) A copy of the aircraft's Rotorcraft Flight Manual (RFM) must be provided each inspector/pilot on the first training day of each training course for the subject aircraft and must be retained by the inspector/pilot. A "Flight Training Manual" utilized in the contractor's training program which is at least equal in content and quality to the RFM will be an acceptable substitute. Such manuals must be included within the prices set forth in Part I, Schedule B.

(12) A copy of the syllabus, training schedule and description of all maneuvers and procedures to be conducted in the training course must be provided each inspector/pilot on the first training day of each training course.

(13) If applicable, a FAA approved flight simulation training device of the type specified in Paragraph F (1) (f) of this PWS.

(14) If applicable, sufficient aircraft inventory for use in the training course to ensure availability of back-up aircraft when maintenance is necessary. All aircraft must be airworthy and certificated in the normal category by the FAA.

(15) The contractor must use only instructors authorized under their approved training program to instruct under this contract. All instructors used in flight training under this contract must be authorized by the contractor to conduct all maneuvers and procedures required.

(k) The contractor's personnel, alone, will be in command of the aircraft utilized in contract performance. At no time will an FAA inspector/pilot be permitted to assume such command.

(l) The contractor must provide all fuel, oil, landing fees, storage, and tie-down service. The contractor must pay for all of these items and for any other costs related to operation and utilization of each aircraft provided by the contractor for training, reimbursement for which must be deemed included in the contract price.

(m) Each aircraft provided by the contractor must be operated and maintained in accordance with applicable FAA regulations.

## G. PERFORMANCE REQUIREMENTS

The contractor is to provide initial, recurrent, and supplemental training as specified in section 2 (Qualifications) of this performance work statement (PWS) in accordance with their approved training program. As part of the proposal, the contractor must submit:

- Evidence of their approved training program as described in section D (6) of this PWS which addresses the make and model aircraft specified in Schedule B.
- Proof of the ownership or lease of the aircraft and/or flight simulation training device to be used in training.
- A description of the training aids and facilities in sufficient detail to determine compliance with the requirements of section F (3) (i) of this PWS.
- Proposed ground and flight training hours in compliance with section F (1) (a) of this PWS.
- Proposed number of training days expected to be required to complete all training and testing for each course.

### 3. Deliverables

The contractor must:

- Provide training as specified in their approved training program.
- Provide the hours of training proposed in Schedule B.
- Commence training upon the inspector/pilot's arrival at the contractor's facility on the date and time agreed upon.
- Provide each inspector/pilot with a RFM or substitute in compliance with section F (3) (i) (11) of this PWS.
- Provide a copy of the syllabus, training schedule and description of all maneuvers and procedures to be conducted in the training course to each inspector/pilot on the first training day of each training course in compliance with section F (3) (i) (12) of this PWS.
- Complete the training within the proposed number of training days barring unforeseen circumstances beyond the control of the contractor.
- Provide the COTR with a completed certificate of training signed by both the inspector/pilot and the contractor's instructor and the course critique (Appendix A) within 5 calendar days of the completion of the training.

## **PART IV - SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

### **L.1 INFORMATION AND CONSIDERATIONS AFFECTING OFFEROR PROPOSAL SUBMISSIONS**

(a) The Procurement Contracting Officer (PCO) is the only point of contact for this acquisition. **Address any questions or concerns that you may have to the PCO.** Only written requests for clarification may be sent to the PCO at the address located on the front page of the SIR, ATTENTION: Harold Hannah or via email at [harold.hannah@faa.gov](mailto:harold.hannah@faa.gov). All questions and Government responses will be provided to each identified interested party.

(b) The Government intends to award a single contract to the Lowest Price Technically Acceptable (LPTA) Offeror.

(c) It is the intent of the Government to award a Single Firm Fixed-Priced Indefinite Delivery/Requirements Contracts priced by CLIN for each Student per class for a one year base period and two priced option years.

(d) Specific attention is invited to **AMS paragraph 3.2.2.3.1.2.2: Communications with Offerors**. The FAA may communicate with one or more offerors at any time during the SIR process. Communications with one offeror does not necessitate communications with other offerors, since communications will be offeror specific. Information determined to have common application and not considered prejudicial to offerors will be communicated to all offerors.

(e) If an offeror believes that the requirements in these instructions contain an error, or are otherwise unsound, the offeror shall immediately notify the PCO in writing with supporting rationale. The offeror is reminded that the FAA reserves the right to award this effort based on the initial proposal without discussions.

### **L.2 INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS**

1. It is recommended the Contractor provide an offeror letter with ground rules & assumptions outlining the requirement outlined in Section C, Performance Work Statement. Any provisions not applicable to the requirement. (i.e. References to simulator training, etc.)

#### **2. Screening Information Request:**

This section shall contain a copy of the solicitation duly executed by an official authorized to bind the offeror along with References

#### **3. Technical Proposal:**

This section shall contain requirements outlined in Section C, Performance Work Statement, of this document in accordance with **all applicable** Clauses and Provisions.

#### **4. Pricing Proposal and Past Performance References:**

##### **(a) This section shall contain Contractor pricing.**

Note: The Government anticipates that pricing of this action will be based on adequate price competition; therefore, offerors are not required to submit with their offer, in support of their price, man-hours, material costs and any other recurring or non-recurring costs. If however, competition does not materialize, the Contracting Officer may require upon request "other than certified cost and pricing" deemed necessary to adequately evaluate the reasonableness of the price. Examples of "other than certified cost and pricing" include: competitive published lists, published market prices, similar quote and/or copies of actual vendor quotations received.

(b) **Past Performance References** should include at least two but not more than three contracts that represent systems similar in relevancy to those described in the Performance Work Statement contained in Section C. This information is required on the offeror and all subcontractors, teaming partners and/or joint venture partners proposed to perform ten (10) percent of the proposed effort based on the total proposed price, or perform aspects of the effort the offeror considers critical to overall successful performance. Offerors are cautioned that the FAA will use data provided by each offeror and data

obtained from other sources in the evaluation of past and present performance. Offerors are required to explain what aspects of the contracts are deemed relevant to the proposed effort and to what aspects of the proposed effort they relate. This may include a discussion of efforts accomplished by the offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage program risk. Categorize the relevant information into the specific technical sub-factors used to evaluate the proposal.

- Project name
- Contract Number and Agency issuing the contract
- Contract award date and period of performance
- Dollar value
- Contract Administrator or Liaison, Phone, address and email
- Rationale supporting assertion of contract relevance

Note: The offeror is responsible for verifying references before submission to ensure all information is correct.

### **L.3 PAST PERFORMANCE**

Offerors are cautioned that the FAA may use the data provided by other sources in assessing risk associated with past performance and experience. Offerors may not be given an opportunity to rebut information considered negative and relevant to the evaluation if the information was obtained from other sources. While the FAA may consider data from other sources, the burden of providing thorough and complete past performance data rests with the offeror.

### **L.4 QUALIFICATION CRITERIA (JAN 1997)**

**CLA 1037**

To be considered qualified, each offeror must possess an applicable training program approved under Federal Aviation Regulation (FAR) FAR Part 121 or FAR Part 135 or a training course approved under FAR Part 141 or FAR Part 142 for the aircraft identified herein and shall submit a technical proposal in accordance with the provision in Section L entitled, "Preparation of Technical Proposals."

### **L.5 PREPARATION OF TECHNICAL PROPOSALS (JAN 1997)**

**CLA 1045**

- (a) Offerors must submit technical proposals (two copies) in addition to price proposals. The technical proposal must be specific and in sufficient detail to enable an evaluation team to make a thorough evaluation to determine if the proposed services meet the requirements of the Government and to determine that the offeror has a thorough understanding of the requirement.
- (b) Offerors are advised to submit proposals, which are clear and comprehensive without additional explanation or information. Additional information may be requested from offerors whose proposals are considered to be reasonably susceptible to being made acceptable; however, the Government reserves the right to award a contract based on initial offers received, without discussions or negotiations.
- (c) **The technical proposal must provide information to address the following evaluation categories, which are all equal in importance:**
  - (1) Provide evidence of an approved training program as described in Section C.1(D)(6) of the SIR for each course proposed;
  - (2) Provide proof of ownership or lease of the aircraft and/or flight simulation training device to be used in training for each course proposed;

- (3) Describe the availability of training aids and facilities to meet the requirements of the solicitation, specifically Section C.3( j ) (1)-(15) of the SIR, for each course proposed;
- (4) Provide proposed ground and flight training hours to meet requirements of this solicitation in Schedule B, specifically addressing SIR Section C.1 (f).1. for each course proposed;
- (5) Provide proposed number of training days expected to be required to complete all training and testing for each course.

#### **L.6 NOTICE TO OFFERORS OF AVAILABILITY OF FUNDS (JAN 1997)**

**CLA 2710**

The purpose of this provision is to put offerors on notice that funds are not presently available for this procurement. Offerors are hereby notified that this solicitation may be canceled. If funds do not become available, the Government will not be liable for any proposal preparation costs if this solicitation is canceled. Offerors will prepare proposals at their own risk. Therefore, the Government's obligation is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer and no contract may be awarded until funds are available.

#### **L.7 REQUEST FOR MODIFICATION OF CONTRACT TERMS AND CONDITIONS (JAN 1997)**

**CLA 4533**

Offeror's are hereby notified that the terms and conditions of this SIR shall be changed only through formal amendment(s) issued by the Contracting Officer. If an offeror takes issue with the terms and conditions contained herein, the offeror shall submit a Request for Modification of Terms and Conditions under separate attachment to their proposal. This request should be in offeror's format, on offeror's letterhead, signed by an officer of the company with authority to bind the offeror. The request must include documentation that fully highlights the offeror's proposed changes and must be specific as to the exact term(s) or condition (s) to which the exception(s) are being taken. These changes shall not be binding on the FAA until fully agreed to by both the FAA and the offeror and incorporated into the document prior to contract award.

#### **L.8 AMS 3.2.2.3-20 `ELECTRONIC OFFERS (JUL 2004)**

(a) The offeror (you) may submit responses to this SIR by FAX or email. Your offer must arrive at the place and by the time specified in the SIR.

(b) Electronic offers must refer to this SIR and include, as applicable, the item or sub-items, quantities, unit prices, time and place of delivery, all representations and other information required and a statement specifying the extent of your agreement with all the FAA's (we) terms, conditions, and provisions.

(c) We may decline to consider electronic offers that do not include required information, or that reject any of the terms, conditions and provisions of the SIR.

(d) We reserve the right to make award solely on the electronic offer. However, if the CO requests, you must promptly submit the complete original (hard copy) signed proposal.

(e) Send your offer electronically to (FAX) 405-954-0042 or email at [harold.hannah@faa.gov](mailto:harold.hannah@faa.gov)

(f) if you chose to send your offer electronically, we will not be responsible for any failure attributable to transmitting or receiving the offer.

**L.9 AMS 3.2.4-1 TYPE OF CONTRACT (APR 1996)**

The FAA contemplates award for the Firm Fixed Price (FFP) of an Indefinite Delivery/Requirements type contract resulting from this Screening Information Request (SIR).

**L.10 AMS 3.9.1-3 PROTEST (NOVEMBER 2002)**

AS A CONDITION OF SUBMITTING AN OFFER OR RESPONSE TO THIS SIR (OR OTHER SOLICITATION, IF APPROPRIATE), THE OFFEROR OR POTENTIAL OFFEROR AGREES TO BE BOUND BY THE FOLLOWING PROVISIONS RELATING TO PROTESTS:

(a) Protests concerning Federal Aviation Administration Screening Information Requests (SIRs) or awards of contracts shall be resolved through the Federal Aviation Administration (FAA) dispute resolution system at the Office of Dispute Resolution for Acquisition (ODRA) and shall be governed by the procedures set forth in 14 C.F.R. Parts 14 and 17, which are hereby incorporated by reference. Judicial review, where available, will be in accordance with 49 U.S.C. 46110 and shall apply only to final agency decisions. A protestor may seek review of a final FAA decision only after its administrative remedies have been exhausted.

(b) Offerors initially should attempt to resolve any issues concerning potential protests with the Contracting Officer. The Contracting Officer should make reasonable efforts to answer questions promptly and completely, and, where possible, to resolve concerns or controversies. The protest time limitations, however, will not be extended by attempts to resolve a potential protest with the Contracting Officer.

(c) The filing of a protest with the ODRA may be accomplished by mail, overnight delivery, hand delivery, or by facsimile. A protest is considered to be filed on the date it is received by the ODRA.

(d) Only an interested party may file a protest. An interested party is one whose direct economic interest has been or would be affected by the award or failure to award an FAA contract. Proposed subcontractors are not "interested parties" within this definition.

(e) A written protest must be filed with the ODRA within the times set forth below, or the protest shall be dismissed as untimely:

(1) Protests based upon alleged improprieties in a solicitation or a SIR that are apparent prior to bid opening or the time set for receipt of initial proposals shall be filed prior to bid opening or the time set for the receipt of initial proposals.

(2) In procurements where proposals are requested, alleged improprieties that do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested not later than the next closing time for receipt of proposals following the incorporation.

(3) For protests other than those related to alleged solicitation improprieties, the protest must be filed on the later of the following two dates:

(i) Not later than seven (7) business days after the date the protester knew or should have known of the



grounds for the protest; or

(ii) If the protester has requested a post-award debriefing from the FAA Product Team, not later than five (5) business days after the date on which the Product Team holds that debriefing.

(f) Protests shall be filed at:

(1) Office of Dispute Resolution for Acquisition, AGC-70,  
Federal Aviation Administration,  
800 Independence Ave., S.W.,  
Room 323,  
Washington, DC 20591,

Telephone: (202) 267-3290,  
Facsimile: (202) 267-3720; or

(2) other address as specified in 14 CFR Part 17.

(g) At the same time as filing the protest with the ODRA, the protester shall serve a copy of the protest on the Contracting Officer and any other official designated in the SIR for receipt of protests by means reasonably calculated to be received by the Contracting Officer on the same day as it is to be received by the ODRA. The protest shall include a signed statement from the protester, certifying to the ODRA the manner of service, date, and time when a copy of the protest was served on the Contracting Officer and other designated official(s).

(h) Additional information and guidance about the ODRA dispute resolution process for protests can be found on the ODRA Website at <http://www.faa.gov>.

#### **L.11 AMS 3.1-1 CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE (DEC 2005)**

This screen information request (SIR) or contract, as applicable, incorporates by reference one or more provisions or clauses with the same force and effect as if they were given full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via the Internet from the Federal Aviation Administration home page (<http://www.asu.faa.gov/conwrite/>)

**AMS 3.2.2.3-1 FALSE STATEMENTS IN OFFERS (JULY 2004)**  
**AMS 3.2.2.3-11 UNNECESSARILY ELABORATE SUBMITTALS (JULY 2004)**  
**AMS 3.2.2.3-12 AMENDMENTS TO SCREENING INFORMATION REQUESTS (JULY 2004)**  
**AMS 3.2.2.3-13 SUBMISSION OF INFORMATION/DOCUMENTATION/OFFERS (JULY 2004)**  
**AMS 3.2.2.3-14 LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF SUBMITTALS  
(JULY 2004)**  
**AMS 3.2.2.3-16 RESTRICTING, DISCLOSING AND USING DATA (JULY 2004)**  
**AMS 3.2.2.3-17 PREPARING OFFERS (JULY 2004)**  
**AMS 3.2.2.3-18 PROSPECTIVE OFFEROR'S REQUESTS FOR EXPLANATIONS (FEB 2009)**  
**AMS 3.2.2.3-19 CONTRACT AWARD (JULY 2004)**  
**AMS 3.13-4 CONTRACTOR IDENTIFICATION NUMBER—DATA UNIVERSAL NUMBERING  
SYSTEM (DUNS) NUMBER (APRIL 2006)**